



Vermont Fire Academy's 2014

NFA 3-State Weekend Application Checklist

- ☐ Review the seven (7) course options available to you. Choose three (3) and prioritize them 1-3, in order of preference
- ☐ Fill out Section 1 of the VFA application
- ☐ Go to <https://cdp.dhs.gov/femasid/> and register for a Student Identification number (SID). This is mandatory. But it is easy. Put that number into Section 1B (if you already have a SID, but don't know it, you can look it up on this site)
- ☐ Complete Section 2 of the application, using the courses you have chosen
- ☐ Determine how the event will be paid for (personally, or through your department); get your dept rep's signature; review the 3-State Weekend Payment Details Memo
- ☐ Fill out the FEMA General Application, up to line 22a/b, your Chief's signature
- ☐ Consider whether you will use the BWI shuttle. If so, fill out the form
- ☐ Familiarize yourself with the two info sheets on event logistics and admin; review NFA Campus Security Regulations here: <http://www.usfa.fema.gov/nfa/security.shtm>
- ☐ Ensure you **Submit** your package **No Later Than Close of Business Tuesday, April 1st.**

New Hampshire, Vermont & Alabama

THREE STATE WEEKEND



May 17 & 18, 2014

National Fire Academy

Emmitsburg, MD



THREE STATE 2014 Course Offerings

Course Name: Commissioning New Occupancies

Course Code: W215

Course Abbreviation: CNO

Course Description:

This course will enable the student to develop strategic approaches to solve the management challenge of getting a building or occupancy commissioned so the code official is confident all the life safety and fire protection systems and features are working together properly and the structure is ready for human use.

Course content will include the code official's and owner's legal obligations and liabilities during commissioning, the challenge of commissioning buildings of different sizes and complexity with limited staff, an overview of what systems/features constitute "fire and life safety features", commissioning and testing alternatives, and documentation and recordkeeping.

Course Name: Shaping the Future

Course Code: W602

Course Abbreviation: STF

Course Description:

This course is the first of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. The first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts, and methods for reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify, and communicate decisions to they will be implemented effectively. Managing change will be discussed in the final module. Topics include people who resist change, overcoming that resistance, and monitoring and evaluating the change before, during and after implementation.

Course Name: Wildland Urban Interface Firefighting for Structural Company Officers

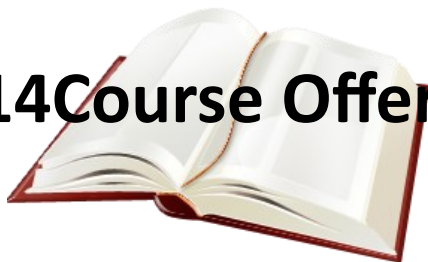
Course Code: W610

Course Abbreviation: WUIFSCO

Course Description:

This course identifies operational activities and safety concerns for structural company officers assigned to a Wildland/Wildland Urban Interface incident. Topics covered include Introduction to Wildland/Wildland Urban Interface firefighting, interface environment, wildland fire behavior, command and control issues of wildland/urban interface firefighting, and tactics.

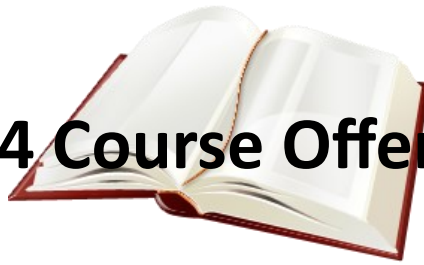
3-STATE 2014 Course Offerings, cont'd.



| |
|---|
| Course Name: Community Risk Issues and Prevention Interventions |
| Course Code: W347 |
| Course Abbreviation: CRIPI |
| Course Description: This course is designed for students who work in the field of prevention. Students learn a basic overview of the “three E’s” of prevention—education, engineering, and enforcement. The course concludes that the most effective way to combat community risk issues is to develop strategies that use all “three E’s”. The course is designed to provide the motivation and leadership for local organizations to enhance their prevention efforts. Course content includes *evaluation of the types and levels of community prevention; *how injuries, fires, and burns can be prevented; *strategies and countermeasures to help people understand the injury, fire, or burn event and reduce the loss; and *prevention approaches—behavior changes, legislation, and enforcement and engineering. |

| |
|---|
| Course Name: Incident Command System for Structural Collapse Incidents |
| Course Code: W322 |
| Course Abbreviation: ICSSCI |
| Course Description: This course is designed to provide fire officers with an understanding of command operations at structural collapse incidents. Students completing this course will be able to: *describe the aspects of a structural collapse; *explain basic command procedures and ICS organizational structure; *identify various resource levels, types, and capabilities used for structural collapse incidents; *identify critical factors and issues that affect scene management; *describe all response operations phases associated with a structural collapse incident; and *describe the technical rescue expertise and equipment required for safe operations and effective incident management. Students attending should understand and be able to apply the Incident Command System (ICS) concept. |

3-STATE 2014 Course Offerings, cont'd.



Course Name: National Fire Incident Reporting System: Intro. to NFIRS 5.0

Course Code: W497

Course Abbreviation: NFIRS

Course Description:

This course teaches students how to use standardized forms to achieve uniformity in their incident and activity reporting. This training program is designed specifically to support local fire service organizations, and will assist them in providing data both to their management and to decision makers, as well as to their State uniform fire reporting system. At a local level, the NFIRS data can be used to: *describe a community's fire problem; *support budget requests; *improve decision-making for allocation of resources; *assist in planning for future fire protection; *help identify opportunities for scheduling nonemergency activities; *evaluate code enforcement programs; and *identify target audiences for public fire education programs.

Course Name: Fire Service Safety Culture: Who Protects Firefighters from Firefighters?

Course Code: W349

Course Abbreviation: FSSC

Course Description:

This course will help fire service personnel identify their present fire service safety culture, explain how culture drives safety behavior, identify risk management strategies, and develop a fire service safety culture intervention plan to reduce injury and death to firefighters in their organization. The course content includes National Institute of Occupation Safety and Health (NIOSH) Firefighter Fatality Investigation and Prevention Program reports, organizational change and leadership models, and risk control systems. The learning methods include case studies, problem solving, and strategic and tactical planning that are used in individual, small group, and class activities.

PLEASE READ THIS IMPORTANT NOTICE ABOUT THIS COURSE: This course uses a blended learning methodology. Students must register at NFA Online (<http://www.usfa.fema.gov/nfa/nfaonline/>) 30 days before the course start date to download the pre-course reading material and view the NIOSH video clips that will be used during case studies.

Based on the students' research of their personal risk culture, students will develop a plan for implementing and sustaining change in safety culture. Students are required to submit the plan to the instructor within 17 calendar days after attending the course. Students must score 70% or higher to pass the plan.



**Vermont Fire Academy
Division of Fire Safety**

93 Davison Dr. Pittsford, VT 05763

802-483-2755

FAX: 802-483-2464

New Hampshire / Vermont / Alabama Three- State Weekend Application, 2014

NOTE:

- This application form must be completed, with signatures in place, and returned.
- The NFA form, 119-25-1, must also be completed and submitted along with this application.

Applications being accepted *NOW* through the close of business on Tuesday, April 1, 2014.

Section 1: PERSONAL INFORMATION

| | | | | | | |
|--|---|----------------------------|---|-------------|----------------------|--|
| United States Citizen? | <input type="checkbox"/> Y | <input type="checkbox"/> N | Applicants to Three State Weekend must be citizens of the United States of America. | | | |
| Name: | <input type="checkbox"/> M <input type="checkbox"/> F | | Last 4 digits of SSN: | | DOB: (mm/dd/yyyy) | |
| Home address: | | City: | | State: | Zip: | |
| Home Phone: | | Work Phone: | | Cell Phone: | | |
| | | | | | | |
| Email address: | | | | | | |
| Preferred method of contact for confirmation: Email/Text: Mail | | | | | | |
| Dept. Name: | | Dept. Phone: | | Dept. Fax: | | |
| NOTE: I have read and understand the NFA Rules of Conduct and Student Dress Code which will be in effect during my stay at the National Fire Academy. | | | | | | |
| Applicant Signature: | | | Date (mm/dd/yyyy): | | | |

Section 1B: SID NUMBER (Required for National Fire Academy courses!)

Click on or copy and paste the link for information:

<https://cdp.dhs.gov/femasid/>

SID NUMBER:

Section 2: COURSE INFORMATION (Please Choose Three!)

- Selection will be on a first-come, first-served basis.
- Early registration is encouraged to secure your first choice.
- Please indicate your course selections in order of preference. If you only choose one and do not get in, our assumption is that you will not attend the weekend.

| | |
|------------|----------|
| 1. Code #: | Abbrev.: |
| 2. Code #: | Abbrev.: |
| 3. Code #: | Abbrev.: |

Section 3A: DEPARTMENT PAYMENT

Dept. Representatives: Check one of the following two choices:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Yes, my agency/dept. agrees to pay meal fees. |
| <input type="checkbox"/> | No, my agency/dept. does not agree to pay meal fees for this applicant. |

Section 3B: DEPARTMENT REPRESENTATIVE VERIFICATION SIGNATURE

| | |
|------------------------------|------------------------------|
| Dept. Rep. Signature: | Date (mm/dd/yyyy): |
|------------------------------|------------------------------|

NOTE: Please see payment information sheet on next page.



Memorandum

14 January 2014

National Fire Academy (NFA) 3-State Weekend Payment Details

Please remember that the payment process for this year's weekend is different from that of past years, in that there are no up-front costs to students, and the overall cost for the event is lower.

The National Fire Academy's State Weekend Program occurs on the NFA campus, in Emmitsburg, MD. Students lodge in the dormitories on-site and are required to purchase a meal card with Guest Services for the event.

The meal fee provides:

Dinner on Friday, 16 May

Breakfast, Lunch, and Dinner on Saturday, 17 May

Breakfast and Lunch on Sunday, 18 May

The State of Vermont will provide a single payment up front for meals, and then will have the students reimburse the funds by invoicing each participant separately. Students can expect a bill for \$50.08 from the State within 1-2 weeks after the completion of the weekend.

Note: If you have any questions on this, please call the Vermont Fire Academy at (800)615-3473.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION

See Reverse for
Privacy Act Statement

O.M.B. No. 1660-0100
Expires August 31, 2013

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--------------------|--|--|--------------------|--------------------|---------------------------------------|---|-------------------------------------|--|--|---|--|--------------------------------------|---|--|---|---|---|---|---------------------------------------|--|--|--|--|--|
| SECTION I - GENERAL INFORMATION | | 1. U.S. Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> PERMANENT RESIDENT | If No, City and Country of Birth: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. NAME (Last, First, Middle Initial, Suffix) | | 3. STUDENT IDENTIFICATION (SID) NUMBER | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. HOME MAILING ADDRESS (Street, avenue, road no, P.O. box/city or town, state, and zip code) | | 5. WORK PHONE NO. () | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 6. HOME PHONE NO. () | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 7. FAX NO. () | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 8. E-MAIL ADDRESS: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application) | | 9b. COURSE LOCATION | | 9c. DATES REQUESTED (Please give three choices) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSTITUTION | | DEGREE/CERTIFICATE | | COURSE/FIELD OF STUDY | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE EARNED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. DO YOU HAVE ANY DISABILITIES (including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe & indicate any special assistance required on a separate sheet) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED | | 12b. NFIRS # (NFA STUDENTS ONLY) | 13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0" style="width:100%;"><tr><td>14 a. JURISDICTION</td><td></td><td></td><td>14 b. ORGANIZATION</td><td>15. CURRENT STATUS</td></tr><tr><td>1. <input type="checkbox"/> STATEWIDE</td><td>4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP</td><td>7. <input type="checkbox"/> FOREIGN</td><td>1. <input type="checkbox"/> ALL CAREER</td><td>1. <input type="checkbox"/> PAID FULL TIME</td></tr><tr><td>2. <input type="checkbox"/> COUNTY GOVERNMENT</td><td>5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS)</td><td>8. <input type="checkbox"/> DHS/FEMA</td><td>2. <input type="checkbox"/> ALL VOLUNTEER</td><td>2. <input type="checkbox"/> PAID PART TIME</td></tr><tr><td>3. <input type="checkbox"/> CITY/TOWN/VILLAGE</td><td>6. <input type="checkbox"/> INDUSTRY/BUSINESS</td><td>9. <input type="checkbox"/> TRIBAL NATION</td><td>3. <input type="checkbox"/> COMBINATION</td><td>3. <input type="checkbox"/> VOLUNTEER</td></tr><tr><td></td><td></td><td></td><td></td><td>4. <input type="checkbox"/> DISASTER RESERVIST</td></tr></table> | | | | | 14 a. JURISDICTION | | | 14 b. ORGANIZATION | 15. CURRENT STATUS | 1. <input type="checkbox"/> STATEWIDE | 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP | 7. <input type="checkbox"/> FOREIGN | 1. <input type="checkbox"/> ALL CAREER | 1. <input type="checkbox"/> PAID FULL TIME | 2. <input type="checkbox"/> COUNTY GOVERNMENT | 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) | 8. <input type="checkbox"/> DHS/FEMA | 2. <input type="checkbox"/> ALL VOLUNTEER | 2. <input type="checkbox"/> PAID PART TIME | 3. <input type="checkbox"/> CITY/TOWN/VILLAGE | 6. <input type="checkbox"/> INDUSTRY/BUSINESS | 9. <input type="checkbox"/> TRIBAL NATION | 3. <input type="checkbox"/> COMBINATION | 3. <input type="checkbox"/> VOLUNTEER | | | | | 4. <input type="checkbox"/> DISASTER RESERVIST |
| 14 a. JURISDICTION | | | 14 b. ORGANIZATION | 15. CURRENT STATUS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. <input type="checkbox"/> STATEWIDE | 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP | 7. <input type="checkbox"/> FOREIGN | 1. <input type="checkbox"/> ALL CAREER | 1. <input type="checkbox"/> PAID FULL TIME | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. <input type="checkbox"/> COUNTY GOVERNMENT | 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) | 8. <input type="checkbox"/> DHS/FEMA | 2. <input type="checkbox"/> ALL VOLUNTEER | 2. <input type="checkbox"/> PAID PART TIME | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. <input type="checkbox"/> CITY/TOWN/VILLAGE | 6. <input type="checkbox"/> INDUSTRY/BUSINESS | 9. <input type="checkbox"/> TRIBAL NATION | 3. <input type="checkbox"/> COMBINATION | 3. <input type="checkbox"/> VOLUNTEER | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 4. <input type="checkbox"/> DISASTER RESERVIST | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17a. PRIMARY RESPONSIBILITY | | 17b. TYPE OF EXPERIENCE | | 17c. NUMBER OF YEARS OF EXPERIENCE _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. <input type="checkbox"/> MANAGEMENT | | 1. <input type="checkbox"/> INCIDENT COMMAND | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. <input type="checkbox"/> TRAINING/EDUCATION | | 2. <input type="checkbox"/> ADMINISTRATION/STAFF SUPPORT | | 17d. SIZE OF DEPARTMENT _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. <input type="checkbox"/> SCIENTIFIC/ENGINEERING | | 3. <input type="checkbox"/> SUPERVISION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. <input type="checkbox"/> INVESTIGATION | | 4. <input type="checkbox"/> BUDGET/PLANNING | | 17e. BUSINESS TYPE | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. <input type="checkbox"/> FIRE PREVENTION | | 5. <input type="checkbox"/> PROGRAM DEVELOPMENT/DELIVERY | | 1. <input type="checkbox"/> GOVERNMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. <input type="checkbox"/> FIRE SUPPRESSION | | 6. <input type="checkbox"/> COORDINATION/LIAISON | | 2. <input type="checkbox"/> EDUCATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. <input type="checkbox"/> PROGRAM/ACTIVITY | | 7. <input type="checkbox"/> PUBLIC EDUCATION | | 3. <input type="checkbox"/> FIRE SERVICE | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. <input type="checkbox"/> HEALTH | | 8. <input type="checkbox"/> CODE DEVELOPMENT | | 4. <input type="checkbox"/> LAW ENFORCEMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. <input type="checkbox"/> PUBLIC WORKS | | 9. <input type="checkbox"/> CODE ENFORCEMENT/INSPECTION | | 5. <input type="checkbox"/> VOLUNTEER AGENCY | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. <input type="checkbox"/> DISASTER RESPONSE/RECOVERY | | 10. <input type="checkbox"/> SUPPORT SERVICES | | 6. <input type="checkbox"/> EMERGENCY MANAGEMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. <input type="checkbox"/> EMERGENCY MEDICAL SERVICE | | 11. <input type="checkbox"/> RESEARCH AND DEVELOPMENT | | 7. <input type="checkbox"/> HEALTH CARE | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. <input type="checkbox"/> HAZARD MITIGATION | | 12. <input type="checkbox"/> ARSON | | 8. <input type="checkbox"/> PUBLIC WORKS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. <input type="checkbox"/> EMERGENCY PREPAREDNESS | | 13. <input type="checkbox"/> LAW ENFORCEMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. <input type="checkbox"/> OTHER (Specify) _____ | | 14. <input type="checkbox"/> DESIGN AND PLANNING | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 15. <input type="checkbox"/> OTHER (Specify) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. DATE OF BIRTH | | 19. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. RACE (Please check all that apply) | | 20a. Ethnicity | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE | | <input type="checkbox"/> HISPANIC or LATINO | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. <input type="checkbox"/> ASIAN | | <input type="checkbox"/> NOT HISPANIC or LATINO | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. <input type="checkbox"/> WHITE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SECTION III - ENDORSEMENT AND CERTIFICATION

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).

21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.

21c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

21d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC, and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

SIGNATURE OF APPLICANT

DATE

22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION

"By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE

22b. PRINTED NAME AND TITLE

23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:

23a. SIGNATURE AND DATE (State Office)

23b. SIGNATURE AND DATE (FEMA Regional Office)

24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:

**NATIONAL EMERGENCY TRAINING CENTER
OFFICE OF ADMISSIONS, BLDG. I-216
16825 SOUTH SETON AVENUE
EMMITSBURG, MD. 21727**

24b. FOR EMI COURSES DELIVERED AT NETC, MWEOC, OR NTF SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC.

24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.

25. DISPOSITION

☐ ACCEPTED ☐ REJECTED

SIGNATURE OF REVIEWER

DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

AUTHORITY - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 et. seq.; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 et. seq.; Title 44 U.S.C., Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES - To determine eligibility for participation in NFA and EMI courses. Information such as age, gender, and ancestral heritage are used for statistical purposes only.

USES - Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring States, local officials, or State agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a voluntary basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 9 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0100). **NOTE: Do not send your completed form to this address.**



**Vermont Fire Academy
Division of Fire Safety**

93 Davison Dr. Pittsford, VT 05763 802-483-2755

FAX: 802-483-2464

New Hampshire / Vermont / Alabama Three- State Weekend Application, 2013

Shuttle Bus Information

GROUND TRANSPORTATION SCHEDULE:

- Friday, May 16, 2014 – 4:00PM SHARP – Bus departs BWI en route to the NFA Campus
- Sunday, May 18, 2014 – 3:00PM SHARP – Bus leaves campus en route to BWI Airport

If you plan to take this shuttle bus, DO NOT schedule your flights to arrive at BWI later than 2:00PM on Friday or depart from BWI earlier than 6:00PM on Sunday.

You MUST CONFIRM your seat on the bus by completing this form.

If your plans change for any reason, and you no longer wish to take the shuttle, please contact the Vermont Fire Academy as soon as you know your plans have changed so that your name can be removed from the list.

| | | | |
|----------------|-------------|--------------|-------------|
| Name: | | | |
| Home address: | | City: | State: Zip: |
| Home Phone: | Work Phone: | Cell Phone: | |
| Email address: | | | |
| Dept. Name: | | Dept. Phone: | |

If you do not complete this form, it will be assumed that you do not wish to take advantage of the shuttle service!

National Fire Academy Rules of Conduct

Each individual has the personal responsibility to exhibit professional conduct while on the National Fire Academy campus. The designated representatives of the state training agency have the responsibility and authority to monitor and, along with campus security personnel, take necessary action to correct any unprofessional conduct.

Campus security has the authority to request the name(s) of any individuals who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer will then inform the state representatives of the circumstances surrounding the incident. In ALL instances of alleged misconduct, all parties will be responsible for determining the facts. Decisions regarding dismissal of any student will be made at the conclusion of a review. The final authority for dismissal rests with the senior United States Fire Administration official on campus at the time. State representatives have the authority to dismiss any student for misconduct where the incident occurs outside class hours.

Failure to Attend: "No Shows"

- The National Fire Academy is keeping a careful watch regarding student cancellations and "NO SHOWS".
- Students should contact the Vermont Fire Academy (800)615-3473 in the event it is necessary to cancel their attendance.
- Students who fail to cancel their reserved slot and fail to attend will be banned from attending National Fire Academy courses for a period of two consecutive years, as per NFA rules

Security and Identification Requirements

- Each student MUST possess a photo identification in order to register at C-West.
- Additionally, an NFA identification will be issued to each student and MUST be worn at all times when on the NFA campus.
- Vehicles entering or parking on the grounds of the National Emergency Training Center are subject to search, and armed security forces are posted at every entryway.

Travel Arrangement Notes

National Fire Academy address:

16825 South Seton Ave.
Emmitsburg, Maryland 21727

Transportation availability:

Ground transportation will be provided between BWI and the campus. There will only be ONE bus that will leave BWI at 4:00PM on Friday and leave campus at 3:00PM on Sunday. Please make sure that you do not book a flight to arrive at BWI after 3:00PM on Friday or depart before 6:00PM on Sunday, otherwise you will be responsible for your own travel between BWI and the campus.

Arrival and Departure:

- Check in time on campus is any time after 3:00PM and before the mandatory orientation at 7:00PM.
- Departure time is at the end of class on Sunday, usually between 3:00PM and 3:30PM.

Directions to the National Fire Academy:

- I-93 South to I-293 to Route 3 South through Nashua to I-495 South to the Mass Turnpike (I-90) South to I-84 West. Then....
- I-684 South to I-287 West across the Tappan Zee Bridge.
- Stay on I-287 to I-78 West (near Fair Hills, PA), and then follow I-78 West to I-81 to Harrisburg, PA to Camp Hill, PA (NOTE: Be careful because it gets confusing to get onto Rte. 15). Take Rte. 15 South to Gettysburg, PA and Emmitsburg, MD.
- Follow the signs once in Emmitsburg to the National Emergency Training Center

Meals

- Friday evening: cold buffet-style dinner provided from 4:30PM to 7:00PM
- Saturday: breakfast, lunch, and dinner provided
- Sunday: breakfast and lunch provided
- **Meal tickets will ONLY be available at the mandatory evening orientation at 6:00PM on Friday, May 16, 2014.**

Dress Code

Required classroom and dining hall attire for your guidance:

Males: Shirts with collars (NO T-shirts), slacks, nice jeans (with no holes) or department uniforms, shoes and socks. Optional items include sweaters and jackets, etc.

Females: Dresses, blouses, (No T-shirts) with slacks or skirts, department uniforms, hosiery and shoes. Optional items include sweaters, jackets, etc.

- The wearing of athletic clothing, including ball caps or hats of any kind, is not appropriate in the classrooms, dining hall, or auditorium.
- Attire such as shorts, thongs, tank tops, ventilated shirts, collar-less shirts and cut-off jeans are considered informal wear and should be restricted to after hour leisure activities.